

Clarke County CPMT Agenda  
August 16, 2021  
2:00 PM  
Clarke County Government Center

OPEN SESSION

1. Approve minutes from 7/19/21
2. Possible parent representative for CPMT- update
3. Adding Roles to FAPT and CPMT - LE
4. Document/Policy refresh schedule
5. CANS: policy
  - a. Vote needed
6. Financial – OCS CQI Dashboard, offer from Scott Reiner to navigate the dashboard for CPMT members

CLOSED SESSION

Consent Agenda: 1 case

Next Meeting: September 20, 2021

# CLARKE COUNTY CPMT MEETING MINUTES

July 19, 2021

## Attendees

Denise Acker	Northwestern Community Services
Katherine Webster	CSA Coordinator
Jerry Stollings	Court Services
Jennifer Parker	DSS Director
Terri Catlett	Clarke County Board of Supervisors
Abdus Samad	Private Provider Representative

---

Denise called the meeting to order at 2:02 p.m. The meeting was conducted in person at the Clarke County Government Center.

## Old Business:

Jerry made a motion to approve the minutes from June; Jen seconded the motion.

## New Business:

1. Katherine provided an update on a possible parent representative. He is still considering the opportunity and would like to observe a CPMT meeting before making a decision. He is currently on vacation but will plan on attending the August meeting.
2. Katherine provided an update on the newly scheduled FAPT meetings. FAPT will be held the first Tuesday of each month from 1-4pm and the third Tuesday of each month from 10am – 1pm. The new forms and processes were presented to FAPT members and feedback will be given regularly to CPMT once the processes are implemented.
3. Katherine presented the team with an updated schedule of documents and policies to update, based on need and frequency of use. The next policy to update will be the CANS, in order to align it with OCS best practices. Katherine explained that the policies, procedures, and forms that are most often used by CSA have been reviewed and updated by CPMT. The remainder of the policy and procedure manual still needs updating and Katherine asked for help with that task in the form of a sub-group to meet separately. She will send an email to CPMT members asking for volunteers for the subgroup.
4. Katherine introduced a new Parental Responsibility policy to cover parental co-payments, family engagement, provider responsibility, and case manager responsibility. Terri noted a few grammatical changes that would help clarify the overall intent of the policy. Katherine will make those changes. Abdus made a motion to accept the new policy and Jen seconded the motion.

## Financial Update:

Katherine sent out the two spreadsheets with financial information that had been used for years via email. Katherine shared the OCS CQI dashboard available at:

<https://www.csa.virginia.gov/Resources/ContinuousQualityImprovement>. The team discussed the benefits and drawbacks of using the OCS data to track financial trends instead of the internally created spreadsheet. Terri noted that the Board of Supervisors would appreciate quarterly updates. Denise

stated that she met with the BOS with previous CSA coordinators to update them on financial information and changes to Clarke County CSA. Jen stated that she would approach Chris Bois (county administrator) to get Katherine and Denise on the schedule for an upcoming meeting. The CPMT members agreed to stop using the internally created spreadsheets and use the CQI dashboard to monitor financial information in the future. There were no further questions about the information.

**Closed Session:**

CPMT did not enter closed session.

**Consent Agenda:**

There were no cases on the consent agenda for this meeting.

**Next meeting: August 16, 2021 at 2:00 p.m.**

# Clarke County CSA Documentation Update Schedule

*Highlighted row indicates awaiting CPMT approval*

## DOCUMENTS/FORMS

NAME	LAST UPDATED	NEXT UPDATE	APPROVED BY CPMT	OTHER/NOTES
FAPT – Initial UR	12/3/2020	12/2023	N/A	Internal Document
FAPT – Update UR	12/3/2020	12/2023	N/A	Internal Document
FAPT D/C Form	03/05/2021	12/2024	N/A	Internal Document
FAPT Determination of Eligibility	4/22/2021	12/2024	N/A	Internal Document
FAPT/FTM Confidentiality	4/22/2021	12/2024	N/A	Internal Document
FAPT Parental Co-Pay Screen	4/21/2021	12/2024	6/21/2021	
Emergency Funding Request Form	4/21/2021	12/2024	5/14/2021	
Household Income/Co-Pay Agreement Form	6/17/2021	12/2024	6/21/2021	
IFSP	6/17/2021	12/2024	6/21/2021	
FAPT Budget	6/17/2021	12/2024	6/21/2021	

## POLICIES/PROCEDURES

NAME	LAST UPDATED	NEXT UPDATE	APPROVED BY CPMT	OTHER/NOTES
Emergency Funding	4/21/2021	12/2024	5/14/2021	
Strategic Plan	5/17/2021	12/2024	5/17/2021	
Parental Responsibilities	7/8/2021	12/2024	7/19/21	
CANS	8/4/2021	12/2024		

## Child and Adolescent Needs and Strengths

The CANS is a valuable tool used to assess a child and family's strengths and needs. Specific items are rated on a scale to determine if strengths are present and can be built upon or identifying the needs, developing goals, service planning, and monitoring progress toward measurable outcomes.

### 6 Key CANS Principles

1. "Items were selected because they are each relevant to service/treatment planning. An item exists because it might lead you down a different pathway in terms of planning actions."
2. "Each item uses a 4-level rating system. Those levels are designed to translate immediately into action levels. Different action levels exist for needs and strengths. The action levels are described in greater detail throughout this training website."
3. "Rating should describe the child/youth, not the child/youth in services. If an intervention is present that is masking a need but must stay in place, this should be factored into the rating consideration and would result in a rating of an "actionable" need (i.e. "2" or "3")."
4. "Culture and development should be considered prior to establishing the action levels. Cultural sensitivity involves considering whether cultural factors are influencing the expression of needs and strengths. Ratings should be completed considering the child/youth's developmental and/or chronological age depending on the item. In other words, anger control is not relevant for a very young child/youth but would be for an older child/youth or child/youth regardless of developmental age. Alternatively, school achievement should be considered within the framework of expectations based on the child/youth's developmental age."
5. "The ratings are generally "agnostic as to etiology." In other words, this is a descriptive tool. It is about the "what" not the "why". Only one item, Adjustment to Trauma, has any cause-effect judgments."
6. "A 30-day window is used for ratings in order to make sure assessments stay "fresh" and relevant to the child/youth or youth's present circumstances. However, the action levels can be used to over-ride the 30-day rating period."

The CANS is a tool based on "communications" theory in that the ratings should be scored based on communication between all relevant agencies/disciplines and the family. It should not be considered a psychometric assessment. The CANS is a collaborative tool that when used properly should describe the family's situation and identify areas of need to inform the development of the IFSP. On an ongoing basis, it can also inform the team of progress towards reducing youth and/or family's needs and development of strengths.

### CANS Certification

Administration of the CANS requires initial certification and annual recertification. Certification can be obtained by going to the website <https://tcomtraining.com>, creating an account, and following instructions to complete the training. Upon completion, a copy of the certificate along with a signed User Agreement must be provided to the Local Administrator to set up a CANVaS account.

### Administration Frequency

The CANS shall be completed by case managers and entered into the online CANVaS version at the established frequency below. Case managers are required to submit a CANS for all youth receiving services funded by CSA. Two versions of the CANS exist, the DSS-Enhanced CANS and the Standard CANS. Each version has separate assessments for children age birth to four and children and youth age 5+. These versions also have both Comprehensive and Reassessment types, which must be completed at a frequency established by CPMT policy.

DSS agency case managers must use the DSS-Enhanced Version of the CANS. All other agency case managers must use the Standard Version of the CANS

All assessments entered into CANVaS shall be completed and closed no later than 60 days after the assessment is initiated. Closure requires entry of all required information and the closed assessment should be printed and signed by the assessor. Assessments not closed within 60 days shall be considered invalid and will be deleted from the system. Once deleted, the assessment cannot be retrieved.

A CANS Comprehensive must be completed by the case manager at the following frequency:

- Initial Referral, Annually, and Case Closure

For Foster Care Maintenance only (Basic Maintenance and Clothing Allowance) cases, a CANS is only due annually and therefore a DSS-Enhanced CANS Comprehensive is always completed.

A CANS Reassessment is due at the following frequency:

- Congregate Care settings-every 3 months
- Private Day School placements-every 6 months
- Treatment Foster Care Only-every 6 months
- Community Based Services-every 3 months

Service	FAPT Review	CANS Completion
Congregate Care (IEP Exception)	Every 3 months	Comprehensive-Initial & Annually Reassessment-Every 3 months Discharge
Community Based Services, Foster Care Prevention, In-Home	Every 3 months	Comprehensive-Initial & Annually Reassessment-Every 3 months Discharge
Treatment Foster Care Only	Every 6 months	Comprehensive-Initial & Annually Reassessment-Every 6 months Discharge
Basic Maintenance & Clothing Only	Annually	Comprehensive-Initial & Annually Discharge
Placements made through an IEP	Every 6 months, <u>or</u> Annually with justification to FAPT	Comprehensive-Initial & Annually Reassessment-Every 3 months, or 6 months for Private Day School Discharge
Step Down/New Placement (except Emergency Funding)	Prior to change in placement	Upon change of placement

## CANVaS

According to the COV § 2.2-5210, "Utilizing a secure electronic database, the CPMT and the family assessment and planning team shall provide the Office of Children's Services with client-specific information from the mandatory uniform assessment and information in accordance with subdivision D 11 of § 2.2-2648."

1. Only CANVaS Designated Super Users/Report Administrators (DSU/RA) or public agency case managers who are responsible for CANS assessments shall attempt to establish accounts or otherwise access this system.
2. All users of CANVaS shall sign a Users' Agreement.

3. A case manager's supervisor and the DSU/RA or the Office of Comprehensive Services as appropriate based on the user's role shall authorize all Users' Agreements.
4. Case manager access shall be limited to the assessments they enter and the reports generated by those assessments.
5. Passwords shall meet required minimum standards.
6. Case manager access shall be terminated and the account deactivated should the case manager leave employment with the agency.
7. DSU/RAs shall periodically check the listing of case managers with accounts to ensure accounts of those who have left employment have been deactivated.
8. Certain Super Users shall be designated to serve as Report Administrators.
9. Report Administrators authorize case manager access to CANVaS and shall have access to our locality CANVaS data.
10. Requests to become or to no longer serve as the DSU/RA or RA for this locality shall be handled in accordance with Office of Comprehensive Services requirements.
11. Certification to use the Virginia Child and Adolescent Needs and Strengths (CANS) assessment shall be renewed annually.